



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia Department of Human Resources Division of Vocational Rehabilitation Georgia Factory for the Blind P. O. Box 218 Bainbridge, Georgia 31717	Application Number 77-449	
Application Number		Date Received NOV 21 1977	Date Completed NOV 29 1977

2. Person to Contact: Mr. Clayton Penhallegon
Working Title: Executive Director
Telephone Number: 912: 246-5653

3. Action Requested
a. ☒ Establish Retention Schedule; record will continue to accumulate.
b. ☐ Dispose of present accumulation; no further accumulation anticipated.
c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supersede; ☐ Void

4. Dates of Series: Earliest 1949 Latest to date
5. Records Series Title (followed by title used in office, if different)
BLIND WORKERS' PERSONNEL CASE FILES

6. Division and Office Function: What is the function of the Division and the Office in which this record series is created?
The Division of Vocational Rehabilitation is responsible for supervising and directing the programs in the State which are designed for training the non-productive members of society to become productive members of society, with emphasis on serving the severely disabled on a priority basis.
Facility Section has the responsibility to supervise and direct activities of eight State-wide rehabilitation facilities located throughout the State which are Yarbrough rehabilitation Center; Georgia Rehabilitation Center; Warm Springs Hospital; Alto; Atlanta Employment Evaluation and Services Center; Cave Springs; Factories for the Blind; and Gracewood.

7. Record Series Description: This file contains the following documents (include form numbers and titles, if any):
Attach samples of the file.
Documents relating to: maintaining individual personnel records for each blind worker employed at State facilities.
Included are: forms: MS 27-1 (Rev. 6/77) (Application for Examination) which gives name, address, Social Security number and other identification of the applicant; availability for employment; skills and experience; education; licenses and certifications; and work history; (State Security Questionnaire) shows information about employee; previous residences; names and addresses of all children and stepchildren; immediate relatives; military service; and other information about employee, including Affidavit of verification; (Loyalty Oath), the affirmation to support the Constitutions of the United States and the State of Georgia, with signature of the employee; annual Performance Rating Sheet; and Report of Annual Eye Examination.
File is arranged: alphabetically by last name of worker.

8. Monthly Reference Rate: How often are records referred to which are:
One to six months old 3; Seven to twelve months old 5; Thirteen to twenty-four months old 1; twenty-five months and older 1?

9. Annual Rate of Accumulation of Records
Letter-size drawers 2; Legal-size drawers _____; Shelves _____; Other (specify) _____

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it? <u>Bainbridge and Atlanta, respectively</u>
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. <u>employee personnel records</u>
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	<u>50</u> years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

Upon termination of employment, place all papers in the inactive file; cut off inactive file at end of each calendar year; then, Griffin Factory for the Blind and

Bainbridge Factory for the Blind

hold in current files area 1 year; transfer to local holding area, hold 6 years; transfer to State Records Center, hold 43 years; then destroy.

Atlanta Factory for the Blind

hold in current files area 5 years; transfer to State Records Center, hold 45 years; then

These instructions apply to all prior and future accumulations of the series. / destroy.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<u>Clayton Pinkallegan</u>		<u>Elizabeth A. Cisek</u>	
		CRM	
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	<u>11-28-77</u>
		Secretary of State/Designee	<u>11-22-77</u>
		Attorney General/Designee	<u>11-28-77</u>